

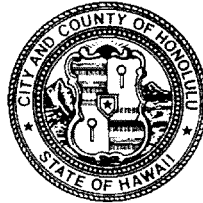
DEPARTMENT OF FACILITY MAINTENANCE
CITY AND COUNTY OF HONOLULU

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2010 APR -1 PM 3:39

MUFI HANNEMANN
MAYOR



JEFFREY S. CUDIAMAT, P. E.
DIRECTOR AND CHIEF ENGINEER

GEORGE "KEOKI" MIYAMOTO
DEPUTY DIRECTOR

IN REPLY REFER TO:

March 29, 2010

The Honorable Nestor Garcia, Chair
and Members of the Budget Committee
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Garcia and Councilmembers:

Subject : Followup Questions from Councilmember Ikaika Anderson

Attached is the response to Councilmember Anderson's followup questions of
March 22, 2010.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey S. Cudiamat", is written over a horizontal line.

Jeffrey S. Cudiamat, P.E.
Director and Chief Engineer
Department of Facility Maintenance

APPROVED:

A handwritten signature in black ink, appearing to read "Rix Maurer III", is written over a horizontal line.

Rix Maurer III, Director
Budget and Fiscal Services

APPROVED:

A handwritten signature in black ink, appearing to read "Kirk W. Caldwell", is written over a horizontal line.

Kirk W. Caldwell
Managing Director

Attachment

- 1. How many private security guards are needed to secure entrances to Fasi Municipal Building, accounting for breaks and mealtimes, during City business hours?**

Answer:

Four (4) private security guards includes one (1) roving guard.

- 2. How many private security guards are needed to secure Honolulu Hale building perimeter, accounting for breaks and mealtimes, during City business hours?**

Answer:

None. We have one (1) private security guard roving the Civic Center Complex between City Hall, Frank Fasi Municipal Building (FMB), and Civic Center Parking Structure (CCPS).

- 3. How many private security guards are assigned to the motor pool at the Fasi Civic Center during City business hours?**

Answer:

None.

- 4. How many fulltime City employees are assigned to the motor pool office during City business hours?**

Answer:

One (1) fulltime in-house Parking & Security Attendant is assigned to the motor pool office.

The motor pool office also serves as a baseyard for the Security and Employee Parking Operations (SEPO) Section. A description of the duties for each filled position in SEPO is outlined below.

- 5. Of those fulltime City employees in Question 4, please provide a complete and separate breakdown for each fulltime employee detailing the number of hours per day each fulltime employee spends away from the Civic Center garage on a daily basis to physically monitor other City facilities?**

Answer:

The Department's in-house Security and Employee Parking Operations Section is comprised of one (1) Parking Lots, Motor Pool Services & Security Supervisor and four (4) Parking & Security Attendant positions. Currently, the Supervisor and three of the four Attendant positions are filled.

Motorpool Motor pool operations require the office to be staffed with a minimum of one employee to answer phones, dispatch personnel, process paperwork, provide fueling assistance, and other duties related to motor pool operations. The Attendant assigned to motor pool operations does not typically spend time away from the Civic Center Garage.

Civic Center Complex (CCC) The CCC requires a minimum of at least one full time employee to monitor and patrol the parking and Civic Center grounds. Patrolling is required to enforce City and County of Honolulu traffic code related to parking and City parking lot rules and regulations, in addition to maintaining order and protection at the Civic Center grounds around the parking lot, office buildings and surrounding areas. Patrol of the CCC is coordinated with contract security guard services. Assigned staff also assists with related Motor pool operations. The Attendant assigned to CCC typically spends 5 to 6 hours outside the Civic Center Garage.

Outside Lot Patrol Staff is required to patrol and oversee order and protection of government property at areas outside the CCC. Such properties include, but are not limited to, Alapai Lot, Makiki Round Top property, Iwilei Medical Examiner and Health Services Facility, Kapolei Hale, Halawa Corporation Yard, Wailupe Valley Elementary School, Manana Corporation Yard, Lani Huli Elderly parking lot, Walter Murray Gibson Building, HFD Headquarters, and other public managed municipal lots (as requested). Assigned staff also assists with related Motor Pool operations and CCC responsibilities. The Attendant assigned to the Outside Lot Patrol typically spends 6 to 7 hours per day away from the Civic Center Garage.

Parking Lots, Motor Pool & Security Supervisor The Supervisor plans, coordinates, assigns, and directs Motor Pool services, building security activities, government parking lot activities under the jurisdiction of the Department, and is responsible for direct supervision of the Parking & Security Attendants.

Note:

- All in-house DFM personnel assist in Homeland Security issues that they are trained in response to DEM emergencies as requested.
- All in-house DFM personnel assist the supervisor with employee parking and monitoring the Guard 1 Plus security system.
- All in-house DFM personnel assist the supervisor in monitoring the contract guards.

- 6. Of the allocation DFM is requesting in FY 2011 for private guard services at the Fasi Civic Center/motor pool/Honolulu Hale, how much of this allotment and for how many guards will this allotment cover for security services during City business hours?**

Answer:

Of the requested allotment for FY2011, \$130,000 is requested for private security guard services at City Hall, FMB and the Civic Center Complex during City business hours. This allotment covers three (3) private security guards at the FMB and one (1) private security guard roving the Civic Center Complex between City Hall, FMB, and CCPS.